



CITY OF HOUSTON

Job Posting

Applications accepted from:	ALL PERSONS INTERESTED
Job Classification	Accountant
Posting Number	PN# 103818
Department	Houston Airport System
Division	Finance
Section	Various *
Reporting Location	16930 John F. Kennedy Blvd.*
Workdays & Hours	Varied, normally M – F *
*Subject to change	

DESCRIPTION OF DUTIES/ ESSENTIAL FUNCTIONS

Compiles and analyzes financial information. Prepares balance sheets, income statements and reports. Examines financial data to assist in management decisions. Reviews daily cash transactions for accuracy by balancing accounts to appropriate funds and reconciling and making corrections. Audits cash receipts and refunds issued for the department. Prepares reports to collect payments and to ensure refunds are entered into proper accounts and audits payment vouchers for accuracy and completeness. Detects irregularity, recognizes signs of potential fraud and alerts when to expand/drop research as testing results develop. Maintains and utilizes various computerized databases and spreadsheets, including generating, updating and converting data from DOS to MS Office 97 applications. May be assigned to assist with fixed assets inventory. Performs special accounting related projects as assigned and adaptable to other future general accounting activities within the Finance Division.

WORKING CONDITIONS

Performing these duties will involve: the ability to visually observe and differentiate details and colors; speak and write effectively; solve arithmetic and numerical problems; walk, stand and sit for extended periods; lift, pull or push physical objects up to twenty (20) pounds; operate city vehicles; attend to details amid distractions; analyze abstract information; adjust to interruptions and changes; work at a computer for extended time periods; and work as a member of the team. Must be willing and available to work all shifts including rotation, weekends and holidays. Must be able to obtain and maintain security clearances.

MINIMUM EDUCATIONAL REQUIREMENTS

Bachelor’s degree in Accounting, Business Administration or a closely related field such as Finance, with a minimum of 18 hours in Accounting.

MINIMUM EXPERIENCE REQUIREMENTS

One (1) year of experience as an Accountant Associate or a professional accountant is required. Professional accounting experience may substitute for the education requirement on a year-for-year basis, except for the required minimum of 18 hours in Accounting.

MINIMUM LICENSE REQUIREMENTS

Valid Class C, Texas driver’s license and compliance with city’s policy on driving (AP 2-2).

PREFERENCES

Strong personal computer skills with good working knowledge of Windows 98/2000 based standard office applications, including Excel and Access.

SELECTION/SKILLS TEST REQUIRED Application review and/or interview.

SAFETY IMPACT POSITION ☒ Yes ☐ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

SALARY INFORMATION

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

Salary Range - Pay Grade 17	
\$1,169.00 - \$1,345.00 Biweekly	\$30,394.00 - \$34,970.00 Annually

OPENING DATE MARCH 30, 2005

CLOSING DATE OPEN UNTIL FILLED

APPLICATION PROCEDURES

Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, 1st Floor. The City of Houston, Human Resources TDD phone number is 713/837-9496. Successful candidates will be notified of their application status. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.

"If you need special services or accommodation, please call 281/233-1515." The Houston Airport System Human Resources TDD phone number is 281/233-1862.

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